



CADE
museum



Cade Creativity Labs
904 South Main Street
Gainesville, Florida 32601

352 371 8001

cademuseum.org

Facility Rental Contract

AGREEMENT:

This agreement is made this 1st day of December 2020 by and between the Cade Creativity Labs, Inc. ("CCLI") and Children's Trust of Alachua County("USER").

USER CONTACT INFORMATION:

Organization/USER	Children's Trust of Alachua County
Contact Name(s)	Colin Murphy
Phone	352-374-1821
Email	Cmurphy@childrenstrustofalachuacounty.us
Address	802 NW 5th Ave, Suite 100 Gainesville, FL 32601

EVENT DESCRIPTION:

Event Name	Children's Trust of Alachua County Meeting
Date of Event	1/11/21, 2/8/21, 3/8/21, 4/12/21, 5/10/21, 6/14/21, 7/12/21, 8/9/21, 9/13/21, 9/27/21, 10/11/21, 11/8/21, 12/13/21
Time of Event	4:00pm-6:00pm
Access Time	3:30pm-6:30pm
Number of Guests	20 (may vary by event)
Spaces	Petty Family Gallery and rotating traveling exhibit

PREMISES:

CCLI hereby agrees to make available to USER, for the exclusive use of the USER, the Cade Museum building, at the time of event indicated above.

RATES:

Refundable Deposit due 12/16/20	\$150.00 - to be refunded in the event of no added fees: 12/23/21
Total Facility Rental Rate	\$450.00 each event x 13 events = \$5850.00
Fees	N/A
Tax	Exempt
Total due at contract signing 12/16/20	\$150.00 (one-time security deposit)
Remaining payment due day of each event	\$450.00

_____ USER Initial

PAYMENTS AND DEPOSITS:

The USER is required to pay a one-time \$150 refundable deposit that will be held for each event. This deposit will be used to hold the date for the event and the security deposit will be returned after the facility inspection has been completed by CCLI. All

damages, excessive clean up, and run-over fees will be deducted from the refund. Checks are preferred, but we do accept major credit cards. Please make the check out to Cade Creativity Labs, Inc.

_____ USER Initial

Payment in full is required from the USER on the day of the scheduled event.

_____ USER Initial

LIABILITY AND INSURANCE:

The USER is responsible for any and all damage to the premises, equipment, or property, and will be held liable for all actions, behavior, and damages caused by event attendees. CCLI assumes no liability for damage or loss of personal property or equipment left in any area of the Cade Museum building prior to, during, or after the function.

_____ USER Initial

~~The USER requesting facility use is required to provide an original copy of a certificate of insurance providing public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence and naming Cade Creativity Labs, Inc. as additional insured.~~

~~_____ USER Initial~~

INDEMNITY:

In addition, the USER agrees to indemnify and hold harmless the Cade Creativity Labs, Inc., its offices, employees, and staff working on its behalf from any and all claims, actions, suits, costs, damages, and liabilities resulting from breach of this agreement, negligent actions, or willful misconduct of the USER and the USER's guests, invitees, agents, or sub-contractors.

_____ USER Initial

RULES AND REGULATIONS:

The USER is responsible for ensuring that all caterers and vendors have all the necessary licenses and permits when food and/or alcohol is being served.

_____ USER Initial

Decorations and linens must be provided by USER. Prohibited items include: tape and other adhesives, open flames, and balloons.

_____ USER Initial

The Cade Museum parking lot is available for event parking. Overflow parking is available across the street at the Cade Annex building and along South Main St.

_____ USER Initial

Events with more that 200 guests and weddings of any size require an approved event planner.

_____ USER Initial

The Cade Museum building and grounds, as well as Depot Park, are smoke-free.

_____ USER Initial

Photography is permitted within the Cade Museum building, but not to be used for advertisement without prior permission from CCLI.

_____ USER Initial

The USER is responsible for cleanup and must restore the Cade Museum building, restrooms, and outside areas to the condition in which they were received. CCLI will be responsible for the breakdown of CCLI-owned equipment ONLY.

_____ USER Initial

The refundable deposit will be returned to the USER within 14 days after the facility inspection. Any and all damage and excess clean up fees will be deducted from the refund total.

_____USER Initial

The rental is subject to all City, County, and State emergency and health restrictions and ordinances. The USER is responsible for enforcing these policies with their guests and complying with all restrictions and ordinances.

_____USER Initial

CANCELLATION:

A cancellation made more than 30 days in advance results in a full refund.

A cancellation made less than 30 days in advance results in no refund.

_____USER Initial

FORCE MAJEURE:

Event cancellation due to circumstances beyond the USER or Cade Museum's reasonable control, such as inclement weather, illness, or other extenuating circumstances, shall constitute legal cancellation of the event. The Cade Museum will refund 100% of payment or reschedule the event for a later date.

_____USER Initial

IMPORTANT DATES:

Remaining payment	DUE day of event
Layout of CCLI-owned equipment	Appointment to take place 7 days before first event
Proof of event insurance	N/A
Master event schedule	Due 7 days before first event
Return of security deposit	12/23/21

EMERGENCY CONTACT:

In the event of an emergency, please contact Cade Creativity Labs, Inc. Sr. Operations Manager, Gwen Morgan at (904) 568-1509 or Executive Director, Stephanie Bailes at (202) 321-0773.

I have read and agree to the above conditions.

USER

Signature: _____

Print Name: _____

Date: _____

CCLI

Signature: *Amanda Hamilton*

Print Name: Amanda Hamilton /Event Manager

Date: 12/1/20